



ORGANIZATIONAL AND REGULAR MEETING

1. ***Roll Call:***
2. ***Pledge of Allegiance:***
3. ***Invocation – Ronald Ruffino, Supervisor***
4. ***Persons Addressing the Town Board (on prefiled or suspended resolutions only):***

The Town Board will hear the concerns of persons desiring to address the Town Board on any **prefiled or proposed suspended resolutions** for a period of thirty (30) minutes.

Procedure

1. Raise his/her hand and be recognized by the Supervisor.
2. Give his/her name and address to the Town Clerk.
3. Speak directly to the Town Board members, not the audience, using the microphone provided.
4. Speak **once for five (5) minutes or less**, unless the Town Board grants a speaker an extension of this time limit.

5. ***PRESENTATION OF ORGANIZATIONAL PREFILED RESOLUTIONS:***

1. Ruffino/_____ Authorize Procurement Policy For Public Works Projects [**Official Policy: Procurement**]
2. Ruffino/_____ Amend Town Board Rules Of Order Re: Town Board Meetings [**Rules Of Order**]
3. Leary/_____ Appoint Town Officials To Various Positions, Boards And Commissions [**Boards & Commissions**]
4. Ruffino/_____ Authorize Attendance Of Various Town Officials At Seminars/ Meetings & Mileage Reimbursement For 2023 [**Seminars, Meeting & Mileage**]
5. Ruffino/_____ Designate Supervisor Appointing Officer Of Town Of Lancaster [**Appointing Officer**]
6. Mazur/_____ Adopt Investment & Deposit Policy -[**Official Policy: Investment & Deposit**] Also - Adopt Procurement Policy [**Official Policy: Purchasing & Procurement**]
7. Ruffino/_____ Allocate Budget Appropriation For Patriotic Observances For 2023 [**Patriotic Observances**] – Also – Allocate Budget Appropriation For Village of Lancaster Observances For 2023 [**Village of Lancaster**]

8. Leary/_____ Authorize Attendance Of Various Town Officials 2023 New York State Association Of Towns Training School & Annual Meeting To Be Held In New York City [Seminars, Meetings & Mileage]
9. Leary/_____ Adopt Schedule Of Salaries For Non-Bargaining For 2023 [Salaries]

PART II - REGULAR MEETING

6. **Public Hearings:** None
7. **Official Reports:**
8. **Report of Town Board Committees:**
9. **Presentation of prefiled resolutions by Town Board Members:**
 1. Ruffino/_____ Approve Minutes Of The Regular Meeting Of The Town Board Held December 19, 2022
 2. Ruffino/_____ Approve Audited Claims
 3. Mazur/_____ Acknowledge Issuance Of Building Permits
 4. Dickman/_____ Set Public Hearing Re: Special Use Permit Transfer Of Ownership Lancaster Properties, LLC To Lancaster Motorplex, LLC 57 Gunnville Road [Special Use Permit: 57 Gunnville Road]
 5. Burkard/_____ Approve Purchase Camera Drone & Battery Kit From Vertigo Drones For Police Department [Purchasing, Services]
 6. Leary/_____ Authorize Agreement Twin District VFC Re: Lease Of Playground At Twin District Fire Hall For Town Recreation Programs For 2023-2024 [Parks & Recreation]
 7. Ruffino/_____ Appoint Tiffany L. Schillo Court Officer Part-Time Provisional [Schillo, Tiffany L.]
 8. Ruffino/_____ Authorize Contract Renewal On-Site Employee Testing Re: Employee Drug & Alcohol Testing [Drug Testing]
 9. Dickman/_____ Authorize Permit Private Improvement, Pavement & Curb, Detention Basin, Storm Sewer & Water Line 4266 Walden Avenue [4266 Walden Avenue]
 10. Mazur/_____ Set Public Hearing Re: Special Use Permit Gerald & Deborah Littwiller 272 Erie Street [Special Use Permit: 272 Erie Street]
 11. Ruffino/_____ Appoint Lisa Zajac Part-Time Temporary Seasonal Supervisor's Office [Zajac, Lisa]
 12. Mazur/_____ Approve Purchase For Two (2) Cargo Pro 6K Utility Trailers From Master Motors Of Buffalo, Inc. For Parks, Recreation & Forestry Department [Purchasing, Services]
 13. Burkard/_____ Confirm Membership Roster Twin District VFC [Twin District VFC]
 14. Leary/_____ Appoint Carmen Ciccarelli Park Crew Chief [Ciccarelli, Carmen]
 15. Ruffino/_____ Appoint Nicholas Bemish Laborer Parks, Recreation & Forestry Department [Bemish, Nicholas]

10. *Presentation of Communications By Town Clerk:*
(See Schedule Attached)

11. *Persons Addressing the Town Board (on any subject):*

The Town Board will hear the concerns of persons desiring to address the Town Board on any Town of Lancaster subject for a period of thirty (30) minutes.

Procedure

1. Raise his/her hand and be recognized by the Supervisor.
2. Give his/her name and address to the Town Clerk.
3. Speak directly to the Town Board members, not the audience, using the microphone provided.
4. Speak **once for five (5) minutes or less**, unless the Town Board grants a speaker an extension of this time limit.

12. *Adjournment:*

COMMUNICATIONS & REPORTS

- 1. Town Clerk to Code Enforcement Officer --
Special Use Permit Application for 272 Erie Street for review. Disposition =**
- 2. Charter Communications to Town Clerk –
Upcoming price changes. Disposition =**
- 3. Connor O’Brien to Deputy Highway Superintendent –
Request for one -year leave of absence from position as Laborer in the Parks,
Recreation and Forestry Dept. effective January 10, 2023. Disposition =**
- 4. Lee Chowanec to Dog Control Committee –
Questions and concerns regarding Change Order No. 5 from MGR Constructors,
Inc. for the tasks required by the NYS Dept. of Agriculture and Markets for
the Dog Shelter. Disposition =**
- 5. Erie County Industrial Development Agency to Town Clerk –
Amendment to Uniform Tax Exemption Policy. Disposition =**
- 6. Code Enforcement Officer to Town Board –
Recommend approval of Home Occupation Special Use Permit for 272 Erie St.
with conditions. Disposition =**
- 7. Greenman-Pedersen, Inc. to Planning & Zoning Committee –
Work Session Presentation Request – Concept Plans for proposed event
facility, 5309 Genesee Street. Disposition =**
- 8. Planning Board Chairman to Planning Board, Town Board, Town Attorney,
Engineering Consultant, Highway Superintendent and Building Inspector –
Draft copy of minutes from Dec. 7, 2022 Planning Board Meeting. Disposition =**
- 9. Town Clerk to Code Enforcement Officer –
Letter requesting renewal of the Special Use Permit for Rachel’s Mediterranean
Grill, 4931 Transit Road, Building 4933, Suite 100. Disposition =**
- 10. Jill Monacelli to Supervisor and Town Board –
Request to be reappointed as Chairman for the Town of Lancaster Zoning
Board of Appeals and to recommend that John Mikoley be reappointed as
a member of the Zoning Board of Appeals. Disposition =**
- 11. Connor O’Brien to Town Board –
Letter of resignation from the Town of Lancaster Parks, Recreation &
Forestry Department effective January 9, 2023. Disposition =**
- 12. Town Engineer to Supervisor –
Recommend approval of proposal for Wendel to provide Public Improvement
Permit (PIP) Inspection services for 2023. Disposition =**
- 13. Town Attorney to Town Board and Planning Board –
SEQR responses from Erie County Division of Sewerage Management and the
Dept. of Environment & Planning regarding Fieldstream Subdivision, 6061
Broadway, Proj. #2020. Disposition =**
- 14. Town Attorney to Town Board and Planning Board –
SEQR responses from Erie County Division of Sewerage Management and the
Dept. of Environment & Planning regarding Tool Ranch Amendment,
3857 Walden Avenue, Proj. #4523. Disposition =**
- 15. Town Attorney to Town Board and Planning Board –
SEQR response from Erie County Department of Environment & Planning
regarding Rezone & Site Plan for 6218 Broadway (AR-LC). Disposition =**
- 16. Town Attorney to Town Board and Planning Board –
SEQR responses from Erie County Division of Sewerage Management and the
Dept. of Environment & Planning regarding Basil Car Storage, 5077 Transit
Road, Proj. #2031. Disposition =**

- 17. Thomas Trzepacz to Town Clerk –
Effective January 1, 2023 Mike Neel will be moving up to Fire Chief for
Bowmansville Volunteer Fire Association. Disposition =**
- 18. Legal Assistant to Town Clerk –
Request for resolution issuing P.I.P. #846 for Pavement and Curb, Detention
Basin, Storm Sewer, and Water Line for Rustkote LLC (formerly Raw Rutes).
Disposition =**
- 19. Town Justice Anthony Cervi to Supervisor and Town Board –
Request for resolution appointing Tiffany Schillo to the position of Court Officer
part-time in the Town Court effective January 3, 2023. Disposition =**
- 20. Code Enforcement Officer to Town Board –
Recommend renewal of Special Use Permit for Rachel's Mediterranean Outside
Dining, 4931 Transit Rd., Bldg. 4933 Suite 100 with original conditions and all
deficiencies remedied prior to renewal. Disposition =**
- 21. Deputy Highway Superintendent to Town Board –
Request for resolution to purchase two new an unused Cargo Pro 6K Utility
Trailers from WNY Accessory Shop DBA Master Motors of Buffalo, Inc.,
6575 S. Transit Rd., Lockport, NY. Disposition =**
- 22. Youth Bureau Executive Director to Supervisor and Town Board –
Request for appointment of several individuals to the Youth Board effective
January 1, 2023 through December 2023. Disposition =**
- 23. Deputy Highway Superintendent to Town Board –
Request for resolution changing the job title for Nick Bemish from Caretaker
to Laborer effective January 1, 2023. Disposition =**
- 24. Twin District Fire Company to Town Clerk –
Change in roster. Disposition =**